



Larry L. Leitch, M.A., M.P.A.  
Health Officer, Carroll County

Elizabeth M. Ruff, M.D.  
Deputy Health Officer

## GUIDELINES FOR SPECIAL FOOD SERVICE FACILITY TEMPORARY FOOD LICENSES

The following are minimum requirements which must be met to qualify for Health Department approval to operate under A Special Food Service Facility Temporary License. The License is issued to the event coordinator.

- 1) The application form must be completed and returned to the Health Department.
- 2) Hand-wash facilities are required for operations that handle food products which are not individually pre-packaged or pre-wrapped. (Example: pizza, hot dogs, hamburgers, sandwiches, etc.) A non-toxic, easily cleanable water dispenser with potable water must be used for handwashing with a basin to collect wastewater. (Example: plastic or non-toxic metal is acceptable.) Soap, paper towels, and a trash receptacle must be provided. Please note that hand-washing facilities and dish-washing facilities must be separate.
- 3) Washing facilities for utensils, pots, pans, etc. are required for those operations which handle food not individually pre-packaged or pre-wrapped and require utensils for serving or equipment for cooking. Three adequately-sized, easily cleanable, containers filled with potable water are to be used. Example: plastic or non-toxic metal is acceptable. The first basin is to contain soap and water. The second basin is to contain clear rinse water. The third basin is to contain clear rinse water with the proper concentration of sanitizing agent poured into the water (Example: 1/4-oz. of bleach per gallon of water). These basins should be emptied and replenished as needed.
- 4) Each stand must have a cooler or other acceptable means of refrigeration to keep potentially hazardous foods at 45° Fahrenheit or below. Example: hamburgers, hot dogs, pizza, cream-filled pastries, custard pastries, etc. Each cooler must be provided with a thermometer to check the temperature. Ice or ice packs may be used in the coolers. However, food must not be placed so it can be flooded by melted ice. All raw foods must be stored separately from ready-to-eat foods.
- 5) Any foods requiring heating shall be rapidly heated to these minimum temperatures:  
Measure the temperature at center of the food.

Roast Beef	145°F hold for 15 seconds
Pork & Ham	155°F hold for 15 seconds
Poultry	165°F hold for 15 seconds
Stuffed Meat	165°F hold for 15 seconds
Ground Beef & Comminuted Meats	155°F hold for 15 seconds
All Others	145°F hold for 15 seconds
Reheat Leftover Food to	165°F
Hot Hold for All Foods	140°F minimum

When cooling, food shall be rapidly cooled under refrigeration or ice bath and stored at 45° Fahrenheit or less.

- 6) All stands preparing food must have a calibrated food thermometer on-site and available at all times.
- 7) All foods are to be wrapped or covered to protect them from contamination by dust, dirt, sneezing, coughing, unnecessary handling by the consumer, and all other sources of contamination.
- 8) Equipment shall not have cracks or crevices and shall be made of nonporous, non-toxic material. It shall also be free from dirt, corrosion, chipping paint, and shall be in a general state of good repair. Equipment shall also be easily cleanable. Plastic which is cracked, metal which is rusted or pitted, and chipped enamelware should not be used.
- 9) All stands preparing foods must have overhead protection (tent or canopy) as well as an approved ground cover.
- 10) All Special Food Service Facility Events are subject to inspection by the Health Department.

My signature constitutes my agreement to comply with the Guidelines for a Special Food Service Facility Temporary License.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_